



Job Information for
RECREATION LEADER II

Temporary/Part-Time Position

Hourly Rate: (A) \$9.50 (B) \$9.98 (C) \$10.47 (D) \$11.00 (E) \$11.55

Filing Deadline: APPLY IMMEDIATELY – Open Until Filled

Applications MUST be submitted online at www.CalOpps.org

POSITION

Under general supervision, the Recreation Leader II will assist in the planning and implementing of recreation programs. The City of San Pablo is currently recruiting for Recreation Leader II in three areas of programming:

The Teen Program: This position develops, coordinates and implements programming to meet the needs of teens and requires knowledge of relevant teen issues. Responsibilities include planning, leading, and implementing activities such as games, sports, and workshops that empower teens to make healthy life choices.

After School Programming: This position mentors/coaches/leads youth in recreation activities at San Pablo elementary schools. Programs may include, but are not limited to flag football, soccer, dance, nutrition education, volleyball, and may include curriculum-based activities. Responsibilities consist of planning, leading, and implementing programs to fit the needs of the students as well as overseeing the safety and well-being of participants. May require being outdoors and engaging in physical activity.

Kiddie Korner/Tiny Tots: This position will work with children ages 3 ½ to 6 years of age. Applicants must be 18 years of age. Some Early Childhood Education or experience working with preschool age children or school age children is desirable. Responsibilities include developing, planning, and implement quality program in partnership with the Kiddie Korner/Tiny Tot's staff. Creating a stimulating, positive and appropriate environment to foster and support the development of children. Must possess the ability to appropriately communicate with and respond positively to children, parents, and staff.

QUALIFICATIONS

Experience:

- One year experience as a Recreation Leader I.

Education:

- Equivalent to completion of the twelfth grade and completion of two years of college.

Required License and Certificate:

- Possession of an appropriate and valid California Driver's License and maintenance of a satisfactory driving record.
- A current standard First Aid certificate.

Knowledge of:

- Basic office methods and operation of normally used office equipment.
- Rules governing major sports.
- General knowledge of arts and crafts and other recreation activities.
- Knowledge of first aid principles and techniques.
- Safe and efficient work practices as they relate to recreational program related activities.

Ability to:

- Coordinate and supervise group activities.
- Understand and follow oral and written instructions.
- Command respect and maintain discipline.
- Enforce rules and procedures.
- Train and instruct others and deal tactfully with people.
- Prepare written reports using correct grammar and spelling.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Examples of Duties: Duties may include, but are not limited to the following:

- Develop, coordinate, implement and oversee a wide variety of recreational activities and recreational programs.
- Maintain accurate records related to programs supplies and equipment, attendance rosters.
- Promote and provide information regarding City-wide recreational activities, events, and programs to participants and the public.
- Perform a variety of clerical work including filing, photocopying, and bookkeeping, maintaining program related records and preparing written reports related to program activities.
- Operate standard office equipment such as photocopy machine, telephone, and computer.
- Maintain order and ensure compliance of established rules and regulations including implementing disciplinary procedures.
- Work effectively in a team environment and with those involved within scope of work. Also, act as a mentor and role model to those involved in the scope of work.
- Provide instructions to program participants, individually or by group.
- May perform and/or assist in administering minor first aid to program participants.
- Perform related duties as assigned.

SUPPLEMENTAL QUESTIONS

- 1) Why are you interested in working this position with the City of San Pablo?
- 2) What is your experience working or volunteering with youth programs?
- 3) Do you speak another language other than English? If so, what language and at what level?

Application/Selection Procedures:

Applications will only be accepted online at www.CalOpps.org . Please click on the “Member Agency” button at the top of the page and select the City of San Pablo link. For general questions, call the Personnel Department at (510) 215-3000. Applications must be submitted to CalOpps by the date and time listed on the job announcement. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

Background Investigation and Pre-employment Medical Examination: The successful candidate will undergo a complete background investigation and fingerprinting. The successful candidate having been offered employment is required to pass a City-paid pre-employment medical examination which includes TB testing. **Americans with Disabilities Act (ADA):** Please contact the Personnel Department on or before the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). **Immigration Reform & Control Act:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. **Drug-Free Workplace Policy:** In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.